

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1807

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, AIR MONITORING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the operations of air monitoring stations and to perform related administrative and public liaison duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Develops work plans and schedules; prioritizes and delegates assignments; oversees staff training; coordinates the recruitment and selection of assigned staff.

Oversees the operation of air monitoring stations to ensure proper operation of equipment and machinery; reviews daily and monthly monitoring reports; analyzes data and compares to published standards.

Participates in the selection of new air particulate and ozone monitoring sites and monitors; procures or borrows monitoring equipment; assists in identifying funding resources; oversees positioning and installation of monitors.

Serves as liaison to the public and responds to inquiries, comments and complaints regarding air pollution and related matters.

Provides information to the general public regarding ozone pollution, radon detection, lead poisoning, indoor air and asbestos.

Reviews and audits ozone and air particulate data from monitors; programs data in computer; revises programs as needed; prepares audit reports.

Reviews air pollution complaints and conducts field investigations; prepares related reports.

Prepares federal grant compliance reports; submits reports to state and federal EPA.

Accompanies state auditors on field audits; coordinates the preparation of data and reports as needed for audits.

Conducts staff meetings with subordinates; coordinates functions and duties with other bureau staff.

Confers with officials from Environmental Protection Agency, Tennessee Valley Authority, Agency for Toxic Substances and Disease Registry, and others regarding division activities.

Interacts with representatives from various citizen action groups; attends public hearings and citizen meetings.

Operates air particulate, ozone and toxic substance monitors in monitoring air pollution.

Reads various periodicals, Federal Register, government documents and reports to maintain knowledge of air quality and air pollution issues, laws and policies.

Refers to federal regulations, chemical and engineering textbooks, air pollution and toxic agent manuals, policies and procedures, computer manuals, city maps and other materials as needed.

ADDITIONAL FUNCTIONS

Conducts repairs on monitors and changes filters in absence of assigned personnel.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in chemistry, biology, environmental science, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes related work in chemistry, environmental and industrial engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to assist persons by action or interaction in carrying out specialized therapeutic or adjustment procedures.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.